

DEPARTMENT: Finance and Management Services

REPORTS TO: Finance and Management Services Director

SUPERVISES: Facilities Maintenance staff, Fleet Maintenance staff,  
Main Lobby Reception staff

DEFINITION:

Manages a division within the department. Responsible for overall management of city-owned real property assets and vehicle fleet, including acquisition, disposal, records & documentation, maintenance and repairs, security, and construction and remodeling of facilities. Prepares and monitors long term plans to meet City facility and fleet needs.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, directs, organizes and implements the goals, strategies, programs and activities of the division; directs the division's capital improvement programs.

Plans, schedules and solves problems related to City facilities and real property issues. Manages, oversees and implements repair needs, space allocation, improvements, construction, maintenance and security requirements.

Manages division operations to achieve goals within budgeted funds and available personnel. Establishes goals, objectives, policies, procedures and performance standards to assure efficient and accurate division activities in compliance with department guidelines. Reviews progress and makes changes in priorities and schedules as needed.

Manages leases for city-owned property, which may include negotiations & contractual service administration.

Plans, schedules and solves problems related to City fleet issues. Manages, oversees and implements maintenance and repair needs as well as vehicle replacement.

Performs policy development and review related to areas of management.

Prepares and monitors budget and other fiscal tracking documents using computerized systems.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters. Provides training and motivation to make full use of individual capabilities.

Develops short and long term planning for division. Develops, administers and reviews the division's operating and capital improvement budgets to assure progress towards and compliance with divisional goals. May act as project manager on large capital improvement projects.

Negotiates leases and contracts on behalf of the City ensuring compliance with other governmental agencies' requirements regarding real property, construction, building operations and vehicle fleets.

Prepares Requests for Proposals, monitors external contracts, reviews legal documents for completion including title reports, environmental assessments, appraisals, lease agreements, purchase agreements, easements and survey reports.

Represents the City to outside agencies, private developers, businesses, non-profit organizations, consultants and citizens' groups related to facility/property management and fleet management issues.

Coordinates the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of facility and fleet services. Responds to sensitive or complex inquiries or service complaints with a high level of customer service perspective.

#### OTHER JOB FUNCTIONS

Facilitates cooperation with and between other departments.

Performs other related duties as assigned.

#### WORKING CONDITIONS:

Duties are primarily performed in an office environment; requires travel to meetings and City facilities; requires periodic site visits and on-site inspections.

#### QUALIFICATIONS:

##### Knowledge of:

- Practices, principles, and procedures of facility, fleet and real estate asset management.
- Fiscal management including budget preparation, expenditure control and record keeping.
- Long range planning and policy development and review.
- Computer applications and use for facilities and fleet management activities including work order applications and financial applications.
- Negotiation of leases and contracts.
- Management and supervisory principles, practices and methods.
- Laws, rules, and regulations applicable to assigned operations.
- Building construction, building mechanical and security systems and fleet maintenance.
- Methods, terminology, documents and techniques used in the real estate profession including property acquisition, lease agreements and right-of-way easements.

##### Ability to:

- Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Manage multiple projects and prioritize work with available resources using multi-tasking skills.
- Read and interpret legal descriptions, escrow title documents, survey notes, plot plans, plat maps, property maps, blueprints, plans, and specifications.
- Apply long-range planning methodology and determine the City's long range facility and fleet needs.
- Utilize computer applications at a high level of proficiency.
- Establish and maintain effective working relationships with a variety of people internally and externally.
- Express ideas effectively, both orally and in writing.
- Ability to physically perform assigned duties.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in business or related field with coursework in real estate law, negotiations, real estate appraisals, or finance. Five years of progressively responsible work experience in real estate or facility/property management, including three years of supervisory experience.

Licenses, Certificates, and Other Requirements

Valid driver's license

Approved: 5/1/95

Revised: 12/01

Union Status: NR

FLSA Status: EX